

# ALFIE TROPIA

Civil Engineer



## EXPERIENCE

Apr 2020  
Present

### SITE ENGINEERING MANAGER

**Saudi Services For Electro  
Mechanic Works Co. (Closed Joint  
Stock Company)**

| Saudi Aramco, NJBP Project, Jeddah, KSA

- Directly responsible for all engineering, planning, materials, and all other technical services essential to support the construction and installation activities at the worksite.
- Manages communication and coordination among different types of engineers working on the project.
- Identify and build relationships with qualified vendors and consultants.
- Review and approve all project plans and specifications
- Identifies, analyzes, and resolves problems and issues within the project

Jun 2019  
Apr 2020

### CIVIL TECHNICAL ENGINEER

**Saudi Services For Electro  
Mechanic Works Co. (Closed Joint  
Stock Company)**

| SSEM HEAD OFFICE, Riyadh KSA

- Prepared and submitted all civil material submittals for clients' approval for various projects
- Prepared all civil purchase and work orders for multiple projects
- Identified and built relationships with qualified vendors and consultants
- Review the quality of all materials at the site, ensure compliance with all project specifications and quality, and collaborate with the department for all material procurement and quality materials.
- Developed a method statement for the activity, including risk assessment, job safety environmental analysis, and inspection
- Supported all other related civil works required by various projects

May 2015  
Apr 2020

### FIELD CIVIL ENGINEER

**Saudi Services For Electro  
Mechanic Works Co. (Closed Joint  
Stock Company)**

| SEC Raha Power Plant 2 Extension; SEC Doha Green ISCPP, Doha; SWCC Al Qunfudah WTS, KSA

- Ensured that the details included in the installation procedures are fully understood and properly applied by construction personnel and that all project preparation is in order.
- Coordinated and requested from the Construction Superintendent/Manager or Supervisor any resources required by his subordinates.
- Ensuring all materials used and work performed are as per PTS and approved drawing specifications.
- Monitored the current progress of the project with respect to planning and should be able to give details of why the project was ahead/behind schedule at all times.
- Provided technical advice and solved problems on-site
- Successfully supervised construction sites, coordinating with contractors and resolving on-site issues.
- Successfully managed construction projects, ensuring timely completion and adherence to specifications.
- Performs & assists all related civil activities at all times.

Jul 2011  
May 2015

### QA/QC CIVIL ENGINEER

**Saudi Services For Electro  
Mechanic Works Co. (Closed Joint  
Stock Company)**

| SEC SS 9023 - PP10 Riyadh; SEC SS 9037 - Ad Dawadmi, KSA

- Accountable for the quality and quality of every activity, precise knowledge of all aspects of engineering construction relating to Civil, Architectural, and Structural discipline interfacing the multidisciplinary processes.
- Responsible for QA/QC documents of the complete project, including certificates, calibration, test results, inspection requests, non-compliance reports and site instruction/observations, permanent materials delivered, and other important QA/QC documents.
- Develop and determine all standards to perform inspections and tests on all procedures, oversee all testing methods, and maintain high-quality standards for all processes.
- Supervised the effective implementation of all test and inspection schedules, ensure adherence to all procedures, and coordinate with various teams to perform quality audits on processes.
- Assisted employees in ensuring knowledge of all quality standards, ensure compliance with all quality manuals and procedures, and collaborate with contractors and suppliers to maintain the quality of all systems.
- Monitored an efficient system, record all project activities, and analyze all processes to ensure all work meets quality requirements.
- Managed all work methods, maintain knowledge of quality assurance standards, monitor continuous application for all quality assurance processes, and recommend corrective actions for all operations.

May 2015  
Apr 2020

### FIELD CIVIL ENGINEER

**Saudi Services For Electro  
Mechanic Works Co. (Closed Joint  
Stock Company)**

| SEC SS 9037 - Ad Dawadmi; SEC Raha Power Plant 2 Extension; SEC Doha Green ISCPP, Doha; SWCC Al Qunfudah WTS, KSA

Ensured that construction personnel fully understand and properly apply the details included in the installation procedures and that all project preparation is in order.

Coordinated and requested from the Construction Superintendent/Manager or Foreman any resources his subordinates require.

Ensuring all materials used and work performed are as per PTS and approved drawing specifications.

Monitored the current progress of the project with respect to planning and should be able to give details of why the project ahead/behind schedule at all times.

Prepare various reports required by the project & maintain all related project documents.

Performs & assists all related civil activities at all times.

Jun 2010  
Jul 2011

### ENGINEERING DESIGN COORDINATOR

**DDT KONSTRACT, INC**

| Mandaluyong City, Metro Manila, PH

- Proactively coordinating the project and acting as the central point of contact for the project team.
- Responsible for tracking project changes and producing updated site-based schedules as agreed with engineering and project management.

- Ensured consistent and accurate administration of engagements projects including maintaining databases and mail merging and distribution of invitations or information and travel arrangements

- Collaborated with clients to understand their design requirements and translate them into actionable plans.

Jun 2007  
Jan 2008

### PROJECT ENGINEER

**HQFI | Pasay City, PH**

- Responsible for field supervision, tracking job costs/man hours, job performance, client contact, and estimating.

- Ensuring all materials used and work performed are as per specifications.

- Prepares and coordinates the project schedule and maintains this throughout the project.

- Overseeing quality control, health, and safety matters on site.

- Managed project schedules, resource allocation, and risk mitigation strategies to ensure project objectives were met.

## EDUCATION

Sep 2011  
Present

### PROFESSIONAL ACCREDITATION CERTIFICATE NO: 76658

**Saudi Council Of Engineers**

Jun 2007  
Present

### PROFESSIONAL CIVIL ENGINEER - LICENSE NO. 108483

**Professional Regulation**

**Commission | Manila, Philippines**

Jun 2000  
Mar 2007

### BACHELOR OF SCIENCE IN CIVIL ENGINEERING

**Saint Louis University Baguio City**

| Bonifacio St., Baguio City, Philippines

Jun 1996  
Mar 2000

### SECONDARY EDUCATION

**Notre Dame Institue**

| Aringay, La Union, Philippines

Jun 1991  
Mar 1996

### PRIMARY EDUCATION

**San Antonio Elementary School**

| Aringay, La Union, Philippines

Oct 2010  
Dec 2010

### AUTOCAD 2D&3D CERTIFICATION

**Microcadd Institute Inc.**

| Cubao, Quezon City, PH

✉ alfietropia@gmail.com

🏠 #7756 Saad Salih St. As Safa, Jeddah, KSA

📞 +966538178262

📅 May 24, 1983

🌐 Filipino

## OBJECTIVE

Accomplished civil engineering professional with extensive experience delivering high-value construction projects to deadlines. Driven to achieve cost, quality, and timeframe targets through strategic planning and project management.

## SKILLS

- Good team player and Multitasking capabilities.
- Proven initiative and ability to work with minimal supervision.
- Excellent organizational and motivational skills.
- Ability to provide effective feedback
- Effective verbal and written communication skills
- Knowledge and direct experience in negotiating contracts and quotations with Contract Manufacturers and Suppliers
- Ability to analyze bills of material and drawings to understand key requirements
- Excelent technical, analytical and problem-solving skills
- Extremely detail-oriented with a strong focus on the production of quality outputs